## How to Request an Inspection

Step #01: Go to: www.cityofkeywest-fl.gov



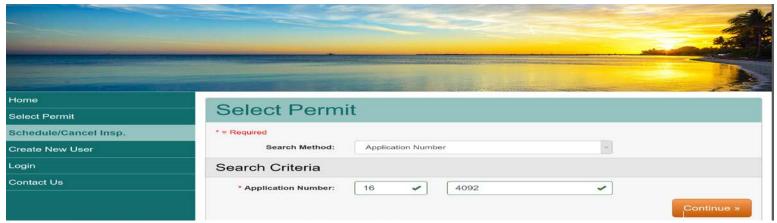
Step #02: Place your cursor over FIND IT FAST (do not click)



Step #03: Click Building Permits Online Schedule / Cancel Inspection



Step #04: Click on Schedule/Cancel Insp.



Step #05: Enter the Application Number then Continue



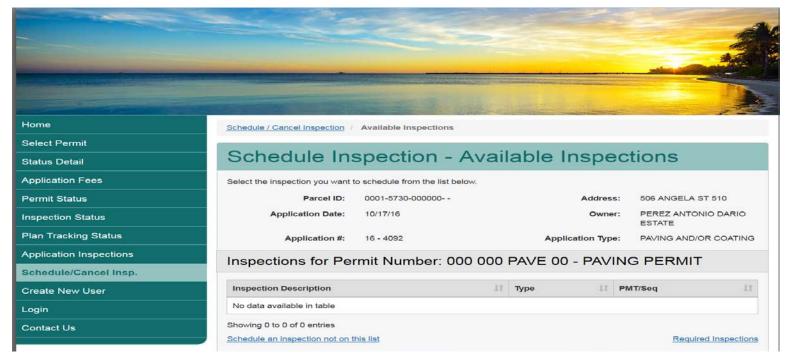
Step #06: Click Schedule



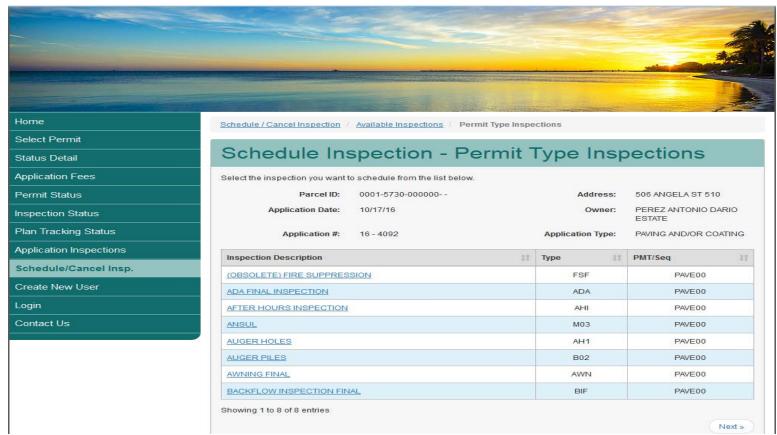
Step #07: Enter PIN Number from your pink receipt copy then Click Submit



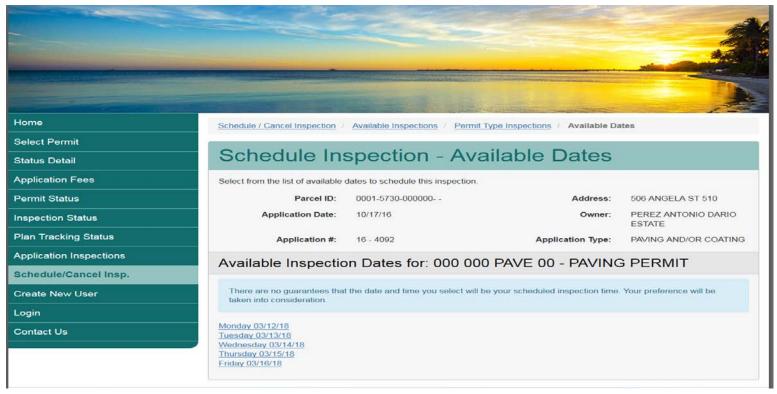
Step #08: Click Schedule



Step #09: Click on Schedule an Inspection not on this list NOTE: You will need to page through the list using the NEXT button until you find the type of inspection you need.



Step #10: Once you locate the inspection type you need Click on that line.



Step #11: Click on the date you wish to schedule the inspection.



Step #12: Verify the date displayed is the correct inspection date. NOTE: Use Comments for the inspector box for instructions to the inspector. When you finish your instructions Click on Schedule Inspection.



Steps COMPLETE: Don't forget to Click Finish